



3105 MacArthur Blvd.
Northbrook, IL 60062

p (847) 509-9400
f (847) 509-1177

info@nssra.org
www.nssra.org

NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION

Board of Directors Meeting (Virtual) July 17, 2020 at 2:00 pm Minutes (Approved September 17, 2020)

MEMBERS PRESENT

The meeting was called to order at 10:03 am by **Kris Ford**. Those present included **Jeff Nehila**, Deerfield; **Lisa Sheppard**, Glencoe; **Michael McCarty**, Glenview; **Brian Romes**, Highland Park; **Jim Hospodarsky**, Highwood; **Sally Swarthout**, Lake Forest; **Molly Hamer**, Northbrook; **George Alexoff**, Northfield; **Kris Ford**, Riverwoods; **Steve Wilson**, Wilmette; and **John Petereson**, Winnetka.

Those absent included **Johnathan Kiwala**, Kenilworth; and **Jim Lakeman**, Lake Bluff.

STAFF AND OTHERS PRESENT

NSSRA staff present included **Craig Culp**, Executive Director; **George Pappas**, Superintendent; **Mel Robson**, Superintendent; and **Flynn Vance**, Executive Assistant.

Guests present included **Jerry Aulisio**, AT Group (departed at 10:41 am); **David Ridderhoff**, W. B. Olson, Inc. (departed at 10:41 am); and **Andy Tinucci**, Woodhouse Tinucci Architects (departed at 10:41 am).

CALL TO ORDER

The meeting was called to order at 10:03 am.

APPROVAL OF AGENDA

Hamer moved and Swarthout seconded to approve the agenda of and give permission to record the July 17, 2020 Board of Directors meeting. A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Kenilworth and Lake Bluff.

MATTERS FROM THE PUBLIC

There were no matters from the public at this meeting.

Serving the community since 1970

NSSRA is an extension of the Park Districts of Deerfield, Glencoe, Glenview, Highland Park, Kenilworth, Lake Bluff, Northbrook, Northfield, Wilmette and Winnetka; the Cities of Highwood and Lake Forest; and the Village of Riverwoods.

**NSSRA Board of Directors Meeting
July 17, 2020 Meeting Minutes – APPROVED
Page 2**

CONSENT AGENDA

Sheppard moved and Swarthout seconded to approve the following consent agenda items:

- A. Minutes of May 5, 2020 Board of Directors Meeting
- B. Minutes of May 21, 2020 Board of Directors Special Meeting
- C. April - May 2020 NSSRA and ELA invoices and reimbursements paid in the amount of \$305,341.

A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Kenilworth and Lake Bluff.

PROGRAM/FACILITY COMMITTEE REPORT

Culp introduced **Aulisio** of AT Group, **Ridderhoff** of W. B. Olson, Inc. and **Tinucci** of Woodhouse Tinucci Architects.

NSSRA Highland Park Facility Progress Presentation

Tinucci presented pictures of the early demolition work and discussed the benefits of the early demolition. The early demolition revealed some areas where additional work will be needed such as the upstairs bathrooms. The demolition work also revealed that the participant lounge will require more work than originally anticipated. These findings have been incorporated into the drawings, which helps to avoid costly change orders at a later date.

NSSRA Highland Park Facility Project Budget Update

Ridderhoff stated that W. B. Olson, Inc. was able to get preliminary bids from some subcontractors; as a result, he feels that there is a high degree of accuracy in the budget numbers. He identified some bid alternates that can be used to control the budget. He commented that there are other variables that can influence budget numbers such as the current economic condition and the timing of when the job goes to bid.

In response to a question from the Board, the design development team noted that significant cost savings in maintenance and operational costs may be achieved by replacing the boiler and associated piping.

Aulisio reviewed the master project budget, providing a comparison between the current and design/development estimate figures. Budget variance increased from

NSSRA Board of Directors Meeting
July 17, 2020 Meeting Minutes – APPROVED
Page 3

\$14,780 to \$173,877, which is still within the budget contingency. Some of the variances came from the reinforcement of the added steel truss, plumbing modifications, HVAC modifications, HVAC power requirements, COVID-19 related protection and equipment as well as a one-month schedule extension.

McCarty moved and Alexoff seconded to instruct staff/facility team to complete construction documents including current value engineering options and go to bid/permitting as soon as state PARC grant approval or denial is finalized/communicated to NSSRA. A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Kenilworth and Lake Bluff.

NSSRA Foundation Capital Campaign Update

As of June 30, NSSRA Foundation has secured \$1,869,922 in gifts, written pledges and oral commitments as part of the capital campaign. The capital campaign, which had been on pause due to the pandemic, will formally resume during the week of July 20.

Culp explained that ELA is a self-sustaining program and has been using its fund balance to finance staff and unemployment costs for furloughed employees during the pandemic. As a result, \$75,000 of the \$150,000 commitment from ELA for the building renovation has been categorized as a written pledge in the progress report. The remaining \$75,000 has been categorized as oral commitment. A law was recently passed that would reimburse unemployment costs incurred by government agencies between March 15 – December 31 which would help ELA's financial situation.

Nehila moved and Hospodarsy seconded to instruct staff to work with the Board Chair to send a letter to NSSRA Foundation asking that it has the NSSRA – Highland Park facility donation of \$2,000,000 available by September 1, 2020. A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Kenilworth and Lake Bluff.

In response to a question from the Board, **Culp** stated that the additional money that the Foundation hopes to raise, as a result of increasing the capital campaign goal to \$2,200,000, may be used for financing projects on the list of bid alternates. **Culp** added that the new kitchen windows and island millwork would be a priority item for the Foundation.

Partner Facility Use During COVID-19 Pandemic

Culp thanked partner agencies for providing facility space for in-person programming which will begin on July 20 for a five-week session. As NSSRA staff plans for the fall

**NSSRA Board of Directors Meeting
July 17, 2020 Meeting Minutes – APPROVED
Page 4**

program season, **Culp** asked the Board to keep him updated on each partner's respective facility needs and possible availability for NSSRA programs.

FINANCE COMMITTEE REPORT

Pappas reviewed the Finance Report.

Culp explained that the Finance Committee was scheduled to meet on June 2 but that there was no quorum. The Committee instead held a discussion of agenda items but no formal actions were taken at this meeting.

January – May 2020 NSSRA Financial Status

Through May 31, 2020, NSSRA received \$1,303,927 (36%) of budgeted \$3,643,503. NSSRA expended \$989,117 (27%) of budgeted \$3,660,264 through May 31. As of May 31, NSSRA has a net operating surplus of \$314,810.

January – May 2020 ELA Financial Status

Through May 31, 2020, ELA received \$132,444 (25%) of budgeted \$539,879. ELA expended \$173,785 (33%) of budgeted \$526,422 through May 31. As May 31, ELA has a net operating surplus of \$41,340.

Pappas noted that a detailed listing of the P-card expenses for NSSRA and ELA that have been paid April - May 2020 are included in the meeting packet.

2019 NSSRA Audit

Pappas presented the 2019 draft audit and SAS letter for 2019. NSSRA ended 2019 with a surplus of \$96,687 compared to the budgeted deficit of \$5,813. NSSRA's 2019 audited fund balance is \$487,711 (13%) and ELA's fund balance is \$381,846 (72%). NSSRA's fund balance policy is 5 – 10% of annual operational expenses. The NSSRA/ELA combined fund balance is \$941,188.

Wilson moved and Swarthout seconded to accept the 2019 NSSRA Annual Financial Report. A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Kenilworth and Lake Bluff.

Auditor Proposal for Years Ending December 31, 2020 - 2022

In response to an RFP for NSSRA's auditing services for the years ending December 31, 2020 – 2022, three firms – Eder, Casella & Co., Lauterbach & Amen, LLP and Seldon Fox – responded. Staff recommended to select Seldon Fox, the lowest cost qualified bidder.

**NSSRA Board of Directors Meeting
July 17, 2020 Meeting Minutes – APPROVED
Page 5**

After some discussion, there was consensus from the Board that it would make sense to select a firm other than Seldon Fox because it has been NSSRA's auditor for the past nine years. As NSSRA goes through the facility renovation process, a new firm would allow for an auditor with fresh set of eyes.

Sheppard moved and Peterson seconded to hire Lauterbach & Amen as NSSRA's auditor for the years ending December 31, 2020 – 2022. A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Kenilworth and Lake Bluff.

Second Inclusion Installment

All partner agencies have made their first Inclusion installment. Because of the pandemic, Inclusion participation has been lower. As a result, all or most partner agencies will likely have a credit balance at the end of 2020. Staff recommended that the second Inclusion installment not be collected this year.

Wilson moved and Romes seconded to instruct staff not to collect the second Inclusion installment for fiscal year 2020. A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Kenilworth and Lake Bluff.

2021 Budget Schedule

Staff and the Finance Committee discussed the 2020 budget process and schedule. Because of continually-evolving situation with the pandemic, the schedule is being moved back one month; staff will bring the initial budget proposal for 2021 to the Finance Committee and the Board in October.

EXECUTIVE DIRECTOR REPORT

Staff Update

Kate Berry will begin as Executive Assistant effective August 3. **Culp** thanked **Vance** who has been training **Berry**.

Rebekah Lee resigned her position as Manager of Marketing and Communications; her last day will be on July 21. An independent contractor has been secured to fill in while the position remains vacant. The hiring process for the position has started.

NSSRA Board of Directors Meeting
July 17, 2020 Meeting Minutes – APPROVED
Page 6

NSSRA Northbrook Facility Flood Update

Culp updated the Board on the clean-up effort from the flood in June. The workspace is expected to be in working order by July 21 after the carpeting is installed and the furniture is delivered.

Update on COVID-19 Related Staffing Projections

Culp reviewed tables demonstrating the financial impact of COVID-19 to staffing and payroll.

With approximately 15% of NSSRA full-time staff furloughed starting May 18 and traditional and Inclusion part-time staff furloughed starting April 6, the cumulative fund balance impact, inclusive of unemployment costs, as of August 3 would total (\$94,918). The cumulative fund balance impact without unemployment costs would total (\$231,286).

With only the ELA administrative staff on payroll through August 9, the cumulative fund balance impact, inclusive of unemployment costs, would total \$138,909; the cumulative fund balance impact would decrease to \$107,217 if unemployment costs are reimbursed.

SUPERINTENDENTS REPORT

Robson provided a summary report on 2020 spring programs.

Bus parades were conducted in May and June which offered an opportunity for participants and families to connect with staff. The bus parades also ensured that vehicles were driven while in-person programs were cancelled.

During the spring program season, NSSRA conducted 102 virtual programs totaling 1,042 registrations and ELA conducted 83 virtual programs totaling 514 registrations. Staff conducted 174 one-on-one Zoom/phone calls during the spring season.

In-person programming, conducted by full-time staff, will begin on July 20 for a five-week session. Three subsequent sessions, each lasting five weeks, are also scheduled. Participants and staff will be required to wear masks and socially distance. **Robson** reported that there may be a need to hire part-time staffers to conduct in-person programs during the third and fourth sessions.

NSSRA FOUNDATION REPORT

NSSRA Foundation received over \$2,000 in memory of a furloughed employee's father

**NSSRA Board of Directors Meeting
July 17, 2020 Meeting Minutes – APPROVED
Page 7**

who passed away.

The Foundation Board unanimously approved a \$6,300 grant to NSSRA for an iPad lending library for participants who lack access to technology to participate in virtual programs as well as summer activity kits for traditional and ELA participants.

The SWING Golf Outing will be held at Sunset Valley Golf Club on September 11. Event information has been mailed. Modifications to the event will be made to ensure the safety of all participants.

UNFISHISHED BUSINESS

There was no unfinished business to discuss at this meeting.

NEW BUSINESS

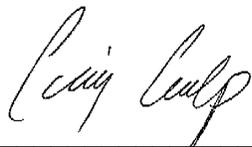
There was no new business to discuss at this meeting.

BOARD MEMBER COMMENTS

There were no board member comments at this meeting.

ADJOURNMENT

There being no further business, ***McCarty moved and Sheppard seconded*** to adjourn the meeting at 11:33 am. A roll call vote was taken. **YES:** Deerfield, Glencoe, Glenview, Highland Park, Highwood, Lake Forest, Northbrook, Northfield, Riverwoods, Wilmette and Winnetka. **NO:** None. **ABSENT:** Kenilworth and Lake Bluff.



Submitted by Craig Culp, Secretary